

**NAVAJO AREA
INDIAN HEALTH SERVICE
VACANCY LISTING
WEEKLY UPDATE
UPDATED: 08-21-00**

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
NAVAJO AREA INDIAN HEALTH SERVICE Division of Personnel Management Box 9020 AZ 86515-9020				Contact Persons: Jason Begay, 520-871-1363 P.O. Marjorie Ashley, 520-871-1368 Window Rock, Irene Benallie, 520-871-1432		
NAO-00-DH-60A	Window Rock, AZ	Supervisory, Pharmacist DS: Gallup Supply Center	GS-660-13	Marjorie Ashley	08-09-00	09-20-00
NAO-00-MPP/ESEP-60A	Window Rock, AZ	Supervisory, Pharmacist DS: Gallup Supply Center	GS-660-13	Marjorie Ashley	08-09-00	09-20-00
NAO-00-DH-66A	Window Rock, AZ	Recreation Specialist Term Appt NTE: 2 Years DS; Chinle, AZ & Gallup, NM REANNOUNCEMENT	GS-188-5/7	Jason Begay	07-31-00	08-25-00
NAO-00-MPP/ESEP-66A	Window Rock, AZ	Recreation Specialist Term Appt NTE: 2 Years DS; Chinle, AZ & Gallup, NM REANNOUNCEMENT	GS-188-5/7	Jason Begay	07-31-00	08-25-00
NAO-00-DH-84	Window Rock, AZ	Systems Accountant	GS-510-7/9/11	Marjorie Ashley	08-14-00	09-01-00
NAO-00-MPP/ESEP-84	Window Rock, AZ	Systems Accountant	GS-510-7/9/11	Marjorie Ashley	08-14-00	09-01-00
NAO-00-DH-79	Window Rock, AZ	Supvy. Biomedical Engineer	GS-858-12	Jason Begay	07-24-00	09-01-00
NAO-00-MPP/ESEP-79	Window Rock, AZ	Supvy. Biomedical Engineer	GS-858-12	Jason Begay	07-24-00	09-01-00
NAO-00-56B	Window Rock, AZ	Civil Engineering Technician Term Appt. NTE: 1 Year DS; Winslow, AZ	GS-802-07	Jason Begay	08-23-00	09-13-00
NAO-00-74B	Window Rock, AZ	Civil Engineering Technician DS: Tuba City, AZ	GS-802-5/6/7	Jason Begay	08-23-00	09-13-00
CHINLE COMPREHENSIVE HEALTH CARE FACILITY Personnel Branch, PO Drawer PH, Chinle, AZ 86503				Phone: 520/674-7020 Contact Persons: Lorraine Smith or Arlene Big		
CH-00-DH-05-A	Chinle, AZ	Supvy. Clinical Nurse	GS-610-11	Lori Smith	04-03-00	Open Until Filled
CH-00-MPP/ESEP-05-A	Chinle, AZ	Supvy. Clinical Nurse	GS-610-11	Lori Smith	04-03-00	Open Until Filled
CH-00-DH-45	Chinle, AZ	Lead Clinical Nurse	GS-610-10	Lori Smith	08-14-00	08-25-00
CH-00-MPP/ESEP-45	Chinle, AZ	Lead Clinical Nurse	GS-610-10	Lori Smith	08-14-00	08-25-00
CH-00-46	Chinle, AZ	Medical Clerk	GS-0679-04	Arlene Big	08-18-00	08-31-00
CH-00-47	Chinle, AZ	Program Assistant	GS-0303-5/6/7	Arlene Big	08-21-00	09-01-00
CH-00-42	Chinle, AZ	Food Service Worker	WG-7408-02	Arlene Big	08-14-00	08-25-00
CH-00-43	Chinle, AZ	Health Technician	GS-640-05	Arlene Big	08-15-00	08-28-00
CH-00-44	Chinle, AZ	Medical Records Clerk	GS-675-04	Arlene Big	08-14-00	08-25-00

CH-00-DH-36A	Chinle, AZ	Diagnostic Radiologic Technologist	GS-647-5/6/7	Lori Smith	08-14-00	08-25-00
CH-00-MPP/ESEP-36A	Chinle, AZ	Diagnostic Radiologic Technologist	GS-647-5/6/7	Lori Smith	08-14-00	08-25-00
CROWNPOINT COMPREHENSIVE HEALTH CARE FACILITY Personnel Branch, PO Box 358, Crownpoint, NM 87313-0358				Phone: 505/786-6213 Contact Person: Victoria Pablo		
CP-00-024	Crownpoint, NM	Nurse Educator	GS-610-10	Vicky Pablo	08-14-00	09-01-00
FORT DEFIANCE INDIAN HOSPITAL Personnel Branch, PO Box 649, Fort Defiance, AZ 86504-0649				Phone: 520/729-3217 Contact Person: Annie Nez		
FD-00-33	Ft. Defiance, AZ	Support Services Supervisor	GS-342-11	Annie Nez	08-09-00	08-29-00
FD-00-34	Ft. Defiance, AZ	Contract Specialist	GS-1102-11	Annie Nez	08-09-00	08-29-00
FD-00-36	Ft. Defiance, AZ	Supvy. Dental Assistant (EF)	GS-681-7/8	Annie Nez	08-21-00	09-11-00
FD-00-37	Ft. Defiance, AZ	Supvy. Health System Specialist	GS-671-11/12	Annie Nez	08-21-00	09-11-00
FD-00-38	Ft. Defiance, AZ	Medical Records Clerk	GS-675-3/4	Annie Nez	08-23-00	09-06-00
GALLUP INDIAN MEDICAL CENTER Personnel Branch, PO Box 1337, Gallup, NM 87305				Phone: 505/722-1412 Contact Person: Julia Nelson Pauline Holona		
NAO-00-81	Window Rock, AZ	Supvy. Clinical Nurse (DON) DS: Gallup, NM	GS-610-12/13	Marjorie Ashley	07-31-00	09-11-00
GA-00-DH-07B	Gallup, NM	Diagnostic Radiologic Techno. (Mammography) (2) VACANCIES	GS-647-09	Pauline Holona	07-24-00	08-23-00
GA-00-MPP/ESEP-07B	Gallup, NM	Diagnostic Radiologic Techno. (Mammography) (2) VACANCIES	GS-647-09	Pauline Holona	07-24-00	08-23-00
GA-00-65	Gallup, NM	Supervisory Medical Records Technician (PCC Coordinator) CANCELLED	GS-675-8	Pauline Holona	08-09-00	08-22-00
GA-00-DH-066	Gallup, NM	Clinical Psychologist DS: Tohatchi Health Center	GS-180-13	Pauline Holona	08-14-00	09-01-00
GA-00-MPP/ESEP-066	Gallup, NM	Clinical Psychologist DS: Tohatchi Health Center	GS-180-13	Pauline Holona	08-14-00	09-01-00
GA-00-67	Gallup, NM	Data Transcriber Temp. Fulltime NTE: 6 Months	GS-356-03	Betty Hunt	08-17-00	08-23-00
GA-00-68	Gallup, NM	File Clerk (2) VACANCIES	Gs-305-03	Betty Hunt	08-18-00	08-24-00
GA-00-69	Gallup, NM	Food Service Worker	WG-7408-04	Betty Hunt	08-18-00	08-31-00
GA-00-70	Gallup, NM	Supvy. Clinical Nurse (Asst)	GS-610-10	Julia Nelson	08-17-00	09-07-00
GA-00-71	Gallup, NM	Medical Technologist	GS-644-12	Pauline Holona	08-17-00	09-07-00
GA-00-72	Gallup, NM	Medical Supply Technician	GS-622-4/5	Betty Hunt	08-21-00	09-01-00
GA-00-73	Gallup, NM	Supply Technician	GS-2005-4/5	Betty Hunt	08-21-00	08-25-00
GA-00-DH-028B	Gallup, NM	Diagnostic Radiologic Techno. (3) VACANCIES	GS-647-5/6/7	Pauline Holona	07-24-00	08-23-00
GA-00-MPP/ESEP-028B	Gallup, NM	Diagnostic Radiologic Techno. (3) VACANCIES	GS-647-5/6/7	Pauline Holona	07-24-00	08-23-00

KAYENTA INDIAN HEALTH CENTER Personnel Branch, PO Box 368, Kayenta, AZ 86033				Phone: 520/871-1363 Contact Person: Jason Begay		
		NO VACANCIES				
NORTHERN NAVAJO MEDICAL CENTER Personnel Branch, PO Box 160, Shiprock, NM 87420-0160				Phone: 505/368-6090 Contact Persons: Gloria Redhorse or Bertha Lynch		
NAO-00-MPP/ SEP-0014-2	Shiprock, NM	Diagnostic Radiologic Techno. (3) VACANCIES	GS-647-5/6/7	Bertha Lynch	06-14-00	Open Until Filled
NAO-00-DH-0014-2	Shiprock, NM	Diagnostic Radiologic Techno. (3) VACANCIES	GS-647-5/6/7	Bertha Lynch	06-14-00	Open Until Filled
SR-99-MPP/ ESEP-053-3	Shiprock, NM	Diagnostic Radiologic Technologist	GS-647-7/8	Bertha Lynch	05-15-00	Open Until Filled
SR-99-DH-053-3	Shiprock, NM	Diagnostic Radiologic Technologist	GS-647-7/8	Bertha Lynch	05-15-00	Open Until Filled
SR-00-030	Shiprock, NM	Medical Record Technician (OA)	GS-675-5/6	Gloria Redhorse	08-14-00	08-25-00
SR-00-034	Shiprock, NM	Secretary (OA)	GS-679-05	Gloria Redhorse	08-11-00	08-24-00
TUBA CITY INDIAN MEDICAL CENTER Branch of Personnel, PO Box 600, Tuba City, AZ 86045				Phone: 520/283-2810/2418 Contact Persons: Beverly Baca OR Karen Lee		
TC-00-68	Tuba City, AZ	Supvy. Health Systems Specialist (Patient Registration/ Admissions)	GS-671-7/9	Beverly Baca	08-08-00	08-28-00
TC-00-69	Tuba City, AZ	Contact Representative (Benefits Coordinator)	GS-962-5/6/7	Beverly Baca	08-11-00	08-24-00
TC-00-70	Tuba City, AZ	Utility Systems Repairer/Operator	WG-4742-9/10	Beverly Baca	08-18-00	09-08-00
WINSLOW HEALTH CENTER Personnel Branch, PO Drawer 40, Winslow, AZ 86047				Phone: 520/289-6103 Contact Person: Rudy Sonny		
NAO-00-85	Winslow, AZ	Secretary (OA)	GS-318-5/6	Irene Benallie	08-23-00	09-06-00
NAO-00-86	Winslow, AZ	Secretary	GS-318-05	Irene Benallie	08-23-00	08-06-00
NAO-00-87	Winslow, AZ	Supvy. Health Systems Specialist	GS-671-12	Irene Benallie	08-21-00	09-01-00

Open Continuous Announcements
NAVAJO AREA INDIAN HEALTH SERVICE

ANNOUNCEMENT NUMBER	POSITION TITLE	PAY PLAN , SERIES AND GRADE	CONTACT PERSON
NAO-99-DH-A	Clinical Nurse	GS-610-09/10	Jason Begay
NAO-99-DH-B	Nurse	GS-610-4/5/7	Jason Begay
NAO-99-DH-C	Community Health Nurse	GS-610-5/7	Jason Begay
NAO-99-DH-CC	Community Health Nurse	GS-610-9/11	Jason Begay
NAO-99-DH-D	Nurse Anesthetist	GS-610-9/11/12	Jason Begay
NAO-99-DH-E	Nurse Midwife	GS-610-9/11/12	Jason Begay
NAO-99-DH-F	Nurse Practitioner	GS-610-9/11/12	Jason Begay
NAO-99-DH-H	Medical Technologist	GS-644-05	Marjorie Ashley
NAO-99-DH-I	Optometrist	GS-662-9/11/12	Marjorie Ashley
NAO-99-DH-J	Dental Officer	GS-680-11/12	Annie Nez
NAO-99-DH-K	Pharmacist	GS-660-7/9/11	Jason Begay

NAO-99-DH-M	Environmental Engineer	GS-819-5/7/9	Annie Nez
NAO-99-DH-N	Medical Officer	GS-602-11/12/13/14/15	Annie Nez
NAO-99-DH-O	Public Health Nutritionist	GS-630-9/11/12	Marjorie Ashley
NAO-99-DH-P	Dietitian/Supervisory Dietitian	GS-630-9/11/12	Marjorie Ashley
NAO-99-DH-R	Medical Technologist	GS-644-7/9/10	Marjorie Ashley
NAO-99-DH-S	Environmental Health Specialist	GS-601-5/7/9	Annie Nez
NAO-99-DH-U	Physical Therapist	GS-633-7/9/11	Annie Nez
NAO-99-DH-W	Environmental Engineer	GS-819-11	Annie Nez
NAO-99-DH-Y	Medical Technologist (Section Leader)	GS-644-11	Marjorie Ashley
NAO-99-DH-Z	Respiratory Therapist	GS-640-5/6/7/8	Annie Nez
NAO-99-MPP/ESEP-A	Clinical Nurse	GS-610-9/10	Jason Begay
NAO-99-MPP/ESEP-B	Nurse	GS-610-4/5/7	Jason Begay
NAO-99-MPP/ESEP-C	Community Health Nurse	GS-610-5/7	Jason Begay
NAO-99-MPP/ESEP-CC	Community Health Nurse	GS-610-9/11	Jason Begay
NAO-99-MPP/ESEP-D	Nurse Anesthetist	GS-610-9/11/12	Jason Begay
NAO-99-MPP/ESEP-E	Nurse Midwife	GS-610-9/11/12	Jason Begay
NAO-99-MPP/ESEP-F	Nurse Practitioner	GS-610-9/11/12	Annie Nez
NAO-99-MPP/ESEP-H	Medical Technologist	GS-644-05	Marjorie Ashley
NAO-99-MPP/ESEP-I	Optometrist	GS-662-9/11/12	Marjorie Ashley
NAO-99-MPP/ESEP-J	Dental Officer	GS-680-11/12	Annie Nez
NAO-99-MPP/ESEP-K	Pharmacist	GS-660-7/9/11	Jason Begay
NAO-99-MPP/ESEP-M	Environmental Engineer	GS-819-5/7/9	Annie Nez
NAO-99-MPP/ESEP-N	Medical Officer	GS-602-11/12/13/14/15	Annie Nez
NAO-99-MPP/ESEP-O	Public Health Nutritionist	GS-630-9/11/12	Marjorie Ashley
NAO-99-MPP/ESEP-P	Dietitian/Supervisory Dietitian	GS-630-9/11/12	Marjorie Ashley
NAO-99-MPP/ESEP-R	Medical Technologist	GS-644-7/9/10	Marjorie Ashley
NAO-99-MPP/ESEP-S	Environmental Health Specialist	GS-601-5/7/9	Annie Nez
NAO-99-MPP/ESEP-U	Physical Therapist	GS-633-7/9/11	Annie Nez
NAO-99-MPP/ESEP-W	Environmental Engineer	GS-819-11	Annie Nez
NAO-99-MPP/ESEP-Y	Medical Technologist (Section Leader)	GS-644-11	Marjorie Ashley
NAO-99-MPP/ESEP-Z	Respiratory Therapist	GS-640-5/6/7/8	Annie Nez

Applications are being accepted from any U.S. Citizen.

ADDITIONAL INFORMATION:

INDIAN PREFERENCE: In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

EQUAL EMPLOYMENT: Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, physical handicap, marital status, age, or membership or non-membership in any employee organization.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES - Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP".

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213.3116(B)(8).

APPLICATION PROCEDURES

SUBMIT APPLICATION TO THE ADDRESSES FOR EACH LOCATION. IF VACANCY ANNOUNCEMENT NUMBER BEGINS WITH NAO, THEN APPLICATIONS MUST BE MAILED TO THE NAVAJO AREA INDIAN HEALTH SERVICE, WINDOW ROCK, ARIZONA. **All applications and forms must actually be received in close of business on the specified closing dates.** Applications become the property of the Personnel Office and will not be returned. **Telefaxed applications will not be accepted.** For information on a complete list of required forms for each vacancy, applicants must call the Personnel Offices at their specific locations. For information on application procedures for the USPHS Commission Corps, please contact Lola Morgan at 520/871-5880.

ALL APPLICATION FORMS MUST BE INDIVIDUALLY IDENTIFIED BY ANNOUNCEMENT NUMBER AND JOB LOCATION. SEPARATE APPLICATIONS ARE REQUIRED FOR EACH VACANCY. FAILURE TO SUBMIT ANY OF THE FOLLOWING DOCUMENTS, AND OTHER INDIVIDUAL VACANCY/ANNOUNCEMENT REQUIRED FORMS, MAY RESULT IN LOSS OF CONSIDERATION FOR THE POSITION(S).

1. OF-612, SF-171, or Resume. Original signature and date are required on whatever application format is submitted.
2. "Declaration for Federal Employment" (OF-306) must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
3. Verification of Indian Preference: Applicants who wish to claim Indian Preference, must submit a copy of Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," completed by the appropriate BIA office or by tribes authorized by P.L. 93-638 contract/compact to perform the certification functions on behalf of the BIA. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted.
4. Copy of latest Personnel Action (SF-50), if a current or former Federal Employee, and if requesting Reinstatement Eligibility, the SF-50 proof of Career or Career-Conditional Competitive Status must be submitted.
5. If claiming Veterans Preference, a copy of all DD-214 forms, one for each period of service, and, if claiming 10 point Veterans Preference, a SF-15 with all supporting documents.
6. A copy of your most recent performance appraisal (required for current Federal employees).
7. A copy of college transcript(s), listing the college courses and credits earned, is required in order to receive appropriate credit for education. When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit.
8. **INFORMATION REQUIRED ON WHATEVER MAIN APPLICATION FORMAT IS SUBMITTED:** Application formats must contain all of the following listed information in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. Failure to include any of this information may result in loss of consideration for this position.
 - a. Announcement Number, Title, Grade and Location of the job for which you are applying.
 - b. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
 - c. Social Security Number.
 - d. Country of Citizenship.
 - e. Highest Federal civilian grade held (give Job Series and Dates held).
 - f. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
 - g. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree, show Total Semester or Quarter Hours earned).
 - h. Work Experience (paid and nonpaid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day and year), Hours Per Week and Salary.
 - i. Indicate if we may contact your current Supervisor.
 - j. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.
9. **OTHER REQUIRED FORMS** - Applicants must call Area Personnel (520/871-5834) or the Personnel Office at the particular location of the vacancy to secure a complete listing of forms required for each vacancy/ announcement.